

Non-Fiction Associate Editor

Purpose: The Non-Fiction Associate Editor's purpose is to aid the Managing Editor to create and oversee the creation of long form non-fiction articles by student contributors.

Duties

- Carry out tasks assigned by the Managing Editor, including:
 - Seeking out issues and stories that lend themselves to long form journalism to be pitched to contributors
 - Placing priority on SFU-related content and ensuring all content is relevant/of interest to the SFU community
 - Assigning stories, training writers, and ensuring that writers meet deadlines
 - Maintaining email communications with writers and responding to all email communications in a timely manner
 - Completing a first edit of all copy (Completing a first edit of all copy (including fact checking, libel checking, plagiarism checking, grammar, spelling, and flow) before submitting to the Managing Editor
 - Ensuring that all copy has been submitted to the Managing Editor by the time of the set deadlines
 - Writing stories: the Non-Fiction Associate Editor should produce an article if it is determined necessary by the Managing Editor
 - Liaising with the Designer in order to get photographs and/or illustrations for stories
 - Curating the online non-fiction section on *The Tartan*'s tab on *The Peak* website, including vetting web comments
- Represent the magazine at events like Clubs Day to speak with potential contributors
- Leading writing/editing workshops when necessary
- Attend all general, contributor and editorial meetings
- Attending set production days
- Keeping publicly-posted office hours one day a week during all semesters
- Responding to complaints and grievances over magazine content published when necessary
- Committing to technical training if not proficient in necessary programs

Qualifications

- Strong writing, research, investigation and editing skills
- Good communication and time management skills
- Thorough knowledge of applicable copyright and libel law
- Ability to envision and communicate strong visual layout for pieces
- Ability to communicate well with Managing Editor and contributors through email and in person
- Works well as a member of a team
- High interest and knowledge in SFU history and issues is an asset

Other notes

- This position will be elected on a temporary basis for the pilot issue, with the term starting in the Summer with future renewal being decided at the beginning of the fall semester.
- Pay is \$100 a week during the 8 week schedule (officially starting on June 18, 2015) for the pilot issue
- Hours are flexible and will change from week to week, with a minimum of 10 hours per week

NOTE: not meeting the stipend requirements may result in dismissal or pay reduction.